



AD1-0017

*National
Environmental
Achievement Track*

Application Form

Guilford of Maine

Name of facility

Interface Inc.

Name of parent company (if any)

9 Oak Street

Street address

P.O. Box 179

Street address (cont.)

Guilford, ME 04443

City/State/Zip code

Give us information about your contact person for the
National Environmental Achievement Track Program.

Name Paul Paydos

Title Vice President Technical Services

Phone 207 876 3331 Ext. 161

Fax 207 876 4122

E-mail paul.paydos@interfacefabricsgroup.com

Why do we need this information?

EPA needs background information on your facility to evaluate your application.

What do you need to do?

- Provide background information on your facility.
- Identify your environmental requirements.

1 What do you do or make at your facility?

Weave synthetic fabrics (primarily polyester fabrics) used as vertical surface fabrics in office interiors (panel fabrics or fabrics for office partitions). Also upholstery fabrics and window treatment fabrics for office interiors.

2 List the Standard Industrial Classification (SIC) code(s) or North American Industrial Classification System (NAICS) codes that you use to classify business at your facility.

SIC 2221

NAICS

3 Does your company meet the Small Business Administration definition of a small business for your sector?

☐ Yes

☒ No

4 How many employees (full-time equivalents) currently work at your facility?

☐ Fewer than 50

☐ 50-99

☐ 100-499

☒ 500-1,000

☐ More than 1,000

5 Does your facility have an EPA ID number(s)?

☒ Yes

☐ No

If yes, list in the right-hand column.

MED 001094309

6 Identify the environmental requirements that apply to your facility. Use the Environmental Requirements Checklist, at the back of the instructions, as a reference. List your requirements to the right or enclose a completed Checklist with your application.

See attached Register of Environmental Regulations RR01 Revision 7

This document is required by Clause 4.3.2 of the ISO 14001 Standard: Legal and other requirements.

7 Check the appropriate box in the right-hand column.

☒ I've listed the requirements above.

☐ I've enclosed the Checklist with my application.

See above

8 Optional: Is there anything else you would like to tell us about your facility?

See attached



RESPONSE TO SECTION A QUESTION 8:

Guilford of Maine's facility in Guilford, Maine is part of the Interface Fabrics Group which is a subsidiary of Interface, Inc. Interface, headquartered in Atlanta, is internationally recognized as one of the leading companies in the world in the area of Sustainable Commerce, primarily due to the pioneering efforts of its founder and Chairman, Ray C. Anderson.

Beginning in 1996, the Guilford of Maine facility began to compile data on a broad range of our environmental impacts. This effort is part of an Interface company-wide, worldwide program called "Eco-Metrics".

The facility now has over four years of history on our metrics, including raw material usage, recycled content, energy usage, and all of our waste streams...solid, liquid, and molecular. These metrics are expressed both in absolute terms and on a per unit produced basis. In the case of the Guilford of Maine facility, these units are linear yards of fabric produced.

Guilford of Maine has received two Governor's Awards of Environmental Excellence. The first, in 1998, was for Excellence in Sustainable Development and the second, in 1999, was for Excellence in Environmental Management Systems. The facility was also recently honored by the Maine Chamber of Commerce for the year 2000 Maine Recycling Business of the Year Award.

All of our Associates take part in a four hour training course called Sustainability Training designed to give our people a basic understanding of natural systems and the impact we have on those systems both as a manufacturing operation and as individuals. This training course was designed in-house and the instructors are volunteers from various levels and disciplines within the organization.

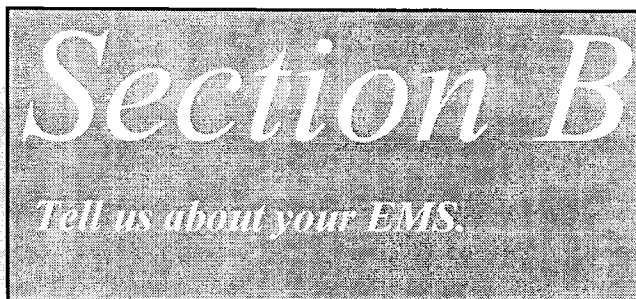
The facility was first recommended for certification to ISO 14001 in September, 1998 and it's most recent third party assessment audit was successfully completed on September 19, 2000. This was the facility's fifth successful assessment audit. Our third party audit firm is Underwriters Laboratories, Inc. (UL).

Why do we need this information?

Facilities must have an operating Environmental Management System (EMS) that meets certain requirements.

What do you need to do?

- Confirm that your EMS meets the Achievement Track requirements.
- Tell us if you have completed a self-assessment or have had a third-party assessment of your EMS.



1 Check **yes** if your EMS meets the requirements for each element below as defined in the instructions.

- | | |
|-----------------------------------|---|
| a. Environmental policy | <input checked="" type="checkbox"/> Yes |
| b. Planning | <input checked="" type="checkbox"/> Yes |
| c. Implementation and operation | <input checked="" type="checkbox"/> Yes |
| d. Checking and corrective action | <input checked="" type="checkbox"/> Yes |
| e. Management review | <input checked="" type="checkbox"/> Yes |

2 Have you completed at least one EMS cycle (plan-do-check-act)? ☒ Yes

3 Did this cycle include both an EMS and a compliance audit? ☒ Yes

4 Have you completed an objective self-assessment or third-party assessment of your EMS? ☒ Yes

If yes, what method of EMS assessment did you use?

- ☐ Self-assessment
- ☐ GEMI ☐ Other
- ☐ CEMP
- ☒ Third-party assessment
- ☒ ISO 14001 Certification
- ☐ Other

Why do we need this information?

Facilities must show that they are committed to improving their environmental performance. This means that you can describe past achievements and will make future commitments.

What do you need to do?

Refer to the Environmental Performance Table in the instructions to answer questions 1 and 2.

- 1 Describe your past achievements for at least two environmental aspects. If you need more space than is provided, attach copies of this page.

Note to small facilities: If you qualify as a small facility as defined in the instructions, you are required to report past achievement for at least one environmental aspect.

First aspect you've selected

What aspect have you selected?	What was the previous level (2 years ago)?		What is the current level?	
	Quantity	Units	Quantity	Units
Recycled Material Use	2529	Tons/yr.	4273	Tons/yr.
<p>i. How is the current level an improvement over the previous level?</p> <p>Previous level which reflects 1997 usage was 29.5% of total raw material usage. Current level which is 1999 usage represents 66.1% of total raw material usage. As information, the 1996 usage of recycled material was 63 tons or less than 1% of total raw material usage.</p> <p>ii. How did you achieve this improvement?</p> <p>Our primary raw material is polyester fiber and yarn. Prior to 1997, all of this material was purchased as virgin material derived from petroleum. Beginning in early 1997, the facility transitioned to recycled fiber and yarn produced primarily from recycled PET bottles. As such, the majority of our recycled raw material is post consumer.</p>				

Second aspect you've selected

What aspect have you selected?	What was the previous level (2 years ago)?		What is the current level?	
	Quantity	Units	Quantity	Units
Total Solid Waste	301.1	Tons	108.0	Tons
<p>i. How is the current level an improvement over the previous level?</p> <p>It represents a 64% reduction.</p>				
<p>ii. How did you achieve this improvement?</p> <p>By carefully analyzing our solid waste streams and engaging in a process of reducing this waste at its source and second, finding ways to recycle the waste. Polypropylene and paperboard yarn containers were two large contributors that are now recycled.</p>				

- 2 Select at least four environmental aspects (no more than two from any one category) from the Environmental Performance Table in the instructions and then tell us about your future commitments. If you need more space than is provided, attach copies of this section.

Note to small facilities: If you are a small facility, you are required to make commitments for at least two environmental aspects in two different categories.

First aspect you've selected

a. What is the aspect? **Total water use**

b. Is this aspect identified as significant in your EMS?

☒ Yes ☐ No

c. What is the current level? You may choose to state this as an absolute value or in terms of units of production or output.

☐ Option A:
Absolute value

(Quantity/Units)

☒ Option B:
In terms of
units of production
or output

4.84 gallons per yard produced.
(Quantity/Units)

d. What is the improvement you are committing to over the next three years? You may choose to state this as an absolute value or in terms of units of production or output.

☐ Option A:
Absolute value

(Quantity/Units)

☒ Option B:
In terms of
units of production
or output

4.26 gallons per yard.

(Quantity/Units)

e. How will you achieve this improvement?

We will achieve this 12% reduction by optimizing our dyeing processes and finding opportunities to reuse water such as cooling water, etc. Please note the current level is an 11% reduction since 1997.

Any additional investments in yarn dyeing will be carefully analyzed for efficiency of water use.

Second aspect you've selected

a. What is the aspect? Total solid waste

b. Is this aspect identified as significant in your EMS?

☒ Yes ☐ No

c. What is the current level? You may choose to state this as an absolute value or in terms of units of production or output.

☒ Option A:
Absolute value

108 tons

(Quantity/Units)

☐ Option B:
In terms of
units of production
or output

(Quantity/Units)

d. What is the improvement you are committing to over the next three years? You may choose to state this as an absolute value or in terms of units of production or output.

☒ Option A:
Absolute value

81 tons

(Quantity/Units)

☐ Option B:
In terms of
units of production
or output

(Quantity/Units)

e. How will you achieve this improvement?

This 25% additional reduction will be accomplished through audits of our solid waste, including "dumpster dives" to identify wastes that can be eliminated or recycled. We are also working on several barter arrangements that could enable us to trade our waste for something useful in our process.

Third aspect you've selected

a. What is the aspect? Total energy use

b. Is this aspect identified as significant in your EMS?

☒ Yes ☐ No

c. What is the current level? You may choose to state this as an absolute value or in terms of units of production or output.

☐ Option A:
Absolute value

(Quantity/Units)

☒ Option B:
In terms of
units of production
or output11237/BTUs yard
(Quantity/Units)

d. What is the improvement you are committing to over the next three years? You may choose to state this as an absolute value or in terms of units of production or output.

☐ Option A:
Absolute value

(Quantity/Units)

☒ Option B:
In terms of
units of production
or output10000 BTUs yard
(Quantity/Units)

e. How will you achieve this improvement?

68% of current on site energy is derived from waste wood chips purchased from a facility less than a half mile from our site. This biomass provides process steam and heat. We plan to install software controls that will regulate our production equipment based on current steam availability. 29% of current on site energy is

Fourth aspect you've selected

a. What is the aspect? Recycled material use

b. Is this aspect identified as significant in your EMS?

☒ Yes ☐ No

c. What is the current level? You may choose to state this as an absolute value or in terms of units of production or output.

☒ Option A:
Absolute value4273 tons/year
(Quantity/Units)☐ Option B:
In terms of
units of production
or output

(Quantity/Units)

d. What is the improvement you are committing to over the next three years? You may choose to state this as an absolute value or in terms of units of production or output.

☒ Option A:
Absolute value5200 tons/year
(Quantity/Units)☐ Option B:
In terms of
units of production
or output

(Quantity/Units)

e. How will you achieve this improvement?

This is a difficult objective to express either as an absolute value or in terms of units per production of output. Obviously, the facility, through process optimization, waste reduction, and product efficiency desires to use as little raw material (recycled or virgin) per unit of production as possible.

The objective of 5200 tons per year of recycled material is arrived at by using a 1999 baseline where 4273 tons of recycled raw material was used representing 66.1% of total raw material usage. The objective is that all else being equal,

Third aspect you've selected

a. What is the aspect?

b. Is this aspect identified as significant in your EMS?

☐ Yes ☐ No

c. What is the current level? You may choose to state this as an absolute value or in terms of units of production or output.

☐ Option A:
Absolute value

(Quantity/Units)

☐ Option B:
In terms of
units of production
or output

(Quantity/Units)

d. What is the improvement you are committing to over the next three years? You may choose to state this as an absolute value or in terms of units of production or output.

☐ Option A:
Absolute value

(Quantity/Units)

☐ Option B:
In terms of
units of production
or output

(Quantity/Units)

e. How will you achieve this improvement?

electricity. We are evaluating additional lighting upgrades, installing variable drives on air compressors, specifying highest efficiency motors on new equipment and motor replacements and installing additional switches and occupancy sensors in occasional use areas.

Fourth aspect you've selected

a. What is the aspect?

b. Is this aspect identified as significant in your EMS?

☐ Yes ☐ No

c. What is the current level? You may choose to state this as an absolute value or in terms of units of production or output.

☐ Option A:
Absolute value

(Quantity/Units)

☐ Option B:
In terms of
units of production
or output

(Quantity/Units)

d. What is the improvement you are committing to over the next three years? You may choose to state this as an absolute value or in terms of units of production or output.

☐ Option A:
Absolute value

(Quantity/Units)

☐ Option B:
In terms of
units of production
or output

(Quantity/Units)

e. How will you achieve this improvement?

this percentage of total raw material usage will increase to 80% over the next three years.

Obviously, we would be delighted if the usage in terms of absolute value or per unit of production declined as long as the percentage of our total raw materials derived from recycled materials continues to increase.

This objective will be achieved by continuing our product research and development

Third aspect you've selected

a. What is the aspect?

b. Is this aspect identified as significant in your EMS?

☐ Yes ☐ No

c. What is the current level? You may choose to state this as an absolute value or in terms of units of production or output.

☐ Option A:
Absolute value

(Quantity/Units)

☐ Option B:
In terms of
units of production
or output

(Quantity/Units)

d. What is the improvement you are committing to over the next three years? You may choose to state this as an absolute value or in terms of units of production or output.

☐ Option A:
Absolute value

(Quantity/Units)

☐ Option B:
In terms of
units of production
or output

(Quantity/Units)

e. How will you achieve this improvement?

We also have learned that traditional equipment and process design criteria tends to result in oversizing of mechanical and electrical components. Challenging "conventional wisdom" on process design will yield the largest savings.

Fourth aspect you've selected

a. What is the aspect?

b. Is this aspect identified as significant in your EMS?

☐ Yes ☐ No

c. What is the current level? You may choose to state this as an absolute value or in terms of units of production or output.

☐ Option A:
Absolute value

(Quantity/Units)

☐ Option B:
In terms of
units of production
or output

(Quantity/Units)

d. What is the improvement you are committing to over the next three years? You may choose to state this as an absolute value or in terms of units of production or output.

☐ Option A:
Absolute value

(Quantity/Units)

☐ Option B:
In terms of
units of production
or output

(Quantity/Units)

e. How will you achieve this improvement?

strategy of assuring that all new vertical surface fabrics introduced to the market will be composed of 100% recycled raw material.

Why do we need this information?

Facilities must demonstrate their commitment to public outreach and performance reporting. You should have appropriate mechanisms in place to identify community concerns, to communicate with the public, and to provide information on your environmental performance.

What do you need to do?

- Describe your approach to public outreach.
- List three references who are familiar with your facility.

1 How do you identify and respond to community concerns?

See attached.

2 How do you inform community members of important matters that affect them?

See attached.

3 How will you make the Achievement Track Annual Performance Report available to the public?

☒ Website www.guilfordofmaine.com

☒ Newspaper

☐ Open Houses

☒ Other The report will be reviewed
at meetings of our Facility Community Advisory Group.

RESPONSE TO SECTION D QUESTION 1:

The facility is located in a small town within a small state. Community concerns at the individual, local, and state level quickly come to our attention via normal communication. One of the principles of our Environmental Policy (copy attached) is to:

"provide access to information on the company's environmental objectives and progress towards those objectives at the request of our customers and our community."

We are in constant conversations with our community stakeholders through the involvement of many of our facility's Environmental Task Force (ETF) members in local and state organizations, such as the local municipal waste treatment plant operating committee and the State of Maine Pollution Prevention Citizens Advisory Panel (CAP).

Because of the facility's well known leadership with regard to Environmental Issues, the facility is frequently featured in media reports throughout the state of Maine and ETF members are often interviewed by the media and asked to give presentations at various forums throughout the State and region including panel type question and answer forums.

Additionally, the facility sponsors a one minute segment on a local radio station called "The Environmental Minute" which airs ninety times per month. The messages are recorded by members of the facility's ETF and Sustainability Training Team.

We have hosted numerous luncheons with community groups, other local businesses, the regulatory community, and the environmental community to explain our Environmental Management System, our Environmental Policy, and the Objectives and Targets included in our EMS. Part of these meetings is spent listening to any concerns these stakeholders might have. All such meetings are documented as required by the facility EMS.

Metrics on our environmental performance can be found on our web sites at www.guilfordofmaine.com and the link to www.terratex.com.

The facility has a policy of sponsoring events such as Maine Recycles Week 2000 and Maine Businesses for Social Responsibility Annual Conference and Annual Leadership Forum. Facility ETF members serve on the executive committees or Board of Directors of such events and organizations.

RESPONSE TO SECTION D QUESTION 2:

In addition to activities listed above, Guilford of Maine has formed a Facility Community Advisory Council. The initial meeting of this Council will be held in November, 2000. The decision to form this Council was arrived at as the next step in the facility's interpretation of clause 4.4.3 of the ISO 14001 Standard which states that "*The organization shall consider processes for external communication on its significant environmental aspects.....*".

Previously, although the facility's communication activities were extensive and often initiated by the facility, they were not formally required by our EMS other than when the facility was responding to a request for information.

The Facility Community Advisory Council is a more active attempt to initiate dialog in a formal fashion.

To date, invitations have been extended to numerous representatives of community groups as listed below. Initial responses have been overwhelmingly positive.

Invited Council Members:

Local, County, State, and Tribal Government Representatives
Local Businesses
Representatives of Media, the Medical Profession, and Clergy
The Environmental Community
State Regulatory Agencies
Representatives from Education, both Student and Teacher.

4 Are there any ongoing citizen suits against your facility? ☐ Yes ☒ No

If yes, describe briefly in the right-hand column.

5 List references below

	Organization	Name	Phone number
Representative of a Community/ Citizen Group	Natural Resources Council of Maine	Michael Belliveau	(207) 622-3101 Ext. 212
State/Local Regulator	Maine Department of Environmental Protection	Commissioner Martha Kilpatrick Ronald Dyer	(207) 287-2812 (207) 287-4152
Other community/local reference	Town of Guilford	Robert Littlefield Town Manager	(207) 876-2202

On behalf of Guilford of Maine, Guilford Facility
[my facility],

I certify that

I have read and agree to the terms and conditions, as specified in the *National Environmental Achievement Track Program Description* and in the *Application Instructions*;

I have personally examined and am familiar with the information contained in this Application (including, if attached, the Environmental Requirements Checklist). The information contained in this Application is, to the best of my knowledge and based on reasonable inquiry, true, accurate, and complete, and I have no reason to believe the facility would not meet all program requirements;

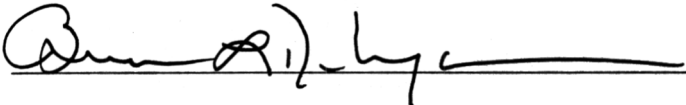
My facility has an environmental management system (EMS), as defined in the Achievement Track EMS requirements, including systems to maintain compliance with all applicable federal, state, tribal, and local environmental requirements, in place at the facility, and the EMS will be maintained for the duration of the facility's participation in the program;

My facility has conducted an objective assessment of its compliance with all applicable federal, state, tribal, and local environmental requirements, and the facility has corrected all identified instances of potential or actual noncompliance;

Based on the foregoing compliance assessment and subsequent corrective actions (if any were necessary), my facility is, to the best of my knowledge and based on reasonable inquiry, currently in compliance with applicable federal, state, tribal, and local environmental requirements.

I agree that EPA's decision whether to accept participants into or remove them from the National Environmental Achievement Track is wholly discretionary, and I waive any right that may exist under any law to challenge EPA's acceptance or removal decision.

I am the senior facility manager and fully authorized to execute this statement on behalf of the corporation or other legal entity whose facility is applying to this program.

Signature/Date  9/26/00

Printed Name/Title Brian L. DeMoura, President & CEO, Guilford of Maine

Facility Name Guilford of Maine

Facility Street Address 9 Oak Street, Guilford, ME 04443

Facility ID Numbers MED 001094309